

**DEPARTMENT OF TRANSPORTATION
RAIL DIVISION
ENGINEERING AND SAFETY BRANCH
CROSSING SAFETY ENGINEERING UNIT**

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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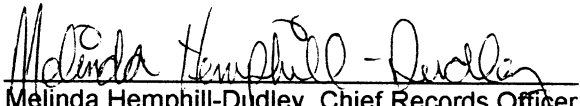
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**


The


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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

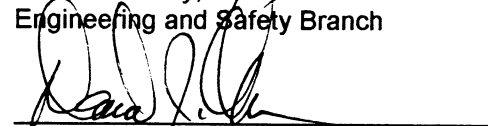
APPROVAL RECOMMENDED


Melinda Hemphill-Dudley, Chief Records Officer
Department of Transportation


Andrew R. Thomas, PE, Manager
Crossing Safety Engineering Unit

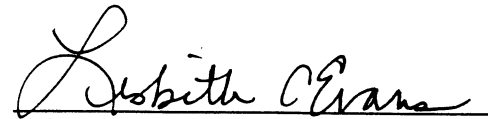

Patrick B. Simmons, Director
Rail Division


Paul C. Worley, Assistant Director
Engineering and Safety Branch


David J. Olson, Director
Division of Historical Resources

APPROVED


Lyndo Tippet, Secretary
Department of Transportation


Lisbeth C. Evans, Secretary
Department of Cultural Resources

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Item 25538. Active Rail Crossing Signal or Closure Project File (State and Federal Projects)

File. Correspondence and reports in paper and electronic formats detailing railroad grade crossing proposals, review of plans, site inspection, agreements and payments to railroad companies for installation of warning signals and other protection devices, and continued maintenance of railroad crossings as required by the Department of Transportation in accordance with G.S. 136-20. File also includes material lists, aerial photographs, construction inspection checklist, plan sheets, and other related records. (File maintenance and backup procedures are conducted Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic version when reference value ends. Transfer paper records to Completed Rail Crossing Signal or Closure Project File (State and Federal Projects) File (Item 25539) upon final payment to the railroad company.

Item 25539. Completed Rail Crossing Signal or Closure Project File (State and Federal Projects) File.

Correspondence and reports detailing railroad grade crossing proposals, review of plans, site inspection, agreements and payments to railroad companies for installation of warning signals and other protection devices, and maintenance of railroad crossings as required by the Department of Transportation in accordance with G.S. 136-20. File also includes material lists, aerial photographs, construction inspection checklist, plan sheets, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years if no litigation, claim, audit, or other official action has been initiated. Records will be held for agency in the State Records Center 15 additional years and then destroyed. If official action has been initiated, transfer to the State Records Center 5 years after completion of action and resolution of issues involved. Records will be held in the State Records Center 15 additional years and then destroyed. Destroy records currently stored in the State Records Center 15 years from date received.

Item 25540. Crossing File. Records in paper and electronic formats concerning non-project oriented material for each railroad crossing in the state. File includes inquiries and correspondence for each railroad crossing. File also includes crash reports. (File maintenance and backup procedures are conducted Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic version when reference value ends. Retain in office paper records permanently.

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Item 25542. Railroad Crossing Aerial Photographs File. Mylar prints of aerial photographs of railroad crossing used in safety program project development. (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 25543. Signal Maintenance Cost File. Records in paper and electronic formats concerning reimbursement made to all railroad companies for the cost of maintenance of all safety devices at all intersections of any railroad and street or road forming a part of the State Highway System in accordance with G.S. 136-20. File includes payment schedules, railroad company invoices, fiscal correspondence, railroad certification of signal maintenance, and other related records. (File maintenance and backup procedures are conducted Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic version when reference value ends. Transfer paper records to the State Records Center after 10 years if no litigation, claim, audit, or other official action involving the records has been initiated. Records will be held for agency in the State Records Center 10 additional years and then destroyed. If official action has been initiated, transfer to the State Records Center 10 years after completion of action and resolution of issues involved. Records will be held in the State Records Center 10 additional years and then destroyed.

Item 25544. Signal Maintenance Inspections File. Maintenance inspection reports in paper and electronic of railroad crossing signals on the State Highway System. File also includes inspection forms. (File maintenance and backup procedures are conducted Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic version when reference value ends. Destroy in office paper records after 10 years.

Item 37799. Dropped Projects File. Records in paper and electronic formats concerning railroad crossing designs and modifications. File includes agreements, first two pages (layout and circuitry length) of plans, and ground photographs. (File maintenance and backup procedures are conducted Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic version when reference value ends. Retain in office paper records permanently.